

## **PUBLIC NOTICE**

Notice is hereby given that the County of Webb is currently accepting Request for Qualifications for the **Management Information System Director**.

Copies of the Request for Qualifications may be obtained at the Webb County Purchasing Office, 1110 Washington, Ste. 101, Laredo, Texas 78040.

Interested parties must submit one (1) Original Proposal with eight (8) copies must be submitted in sealed envelopes to the Office of the Webb County Clerk. Sealed statements must be marked with proposal number and services on front lower left hand corner of envelope as follows:

**Q-2006-03      “Request for Qualifications for the Management Information System Director”**

Proposals can be either hand delivered or mailed to the following locations:

**Webb County Clerk  
Webb County Justice Center  
1110 Victoria St., Suite 201  
Laredo, Texas 78040**

The Original Proposals and Eight (8) copies must be delivered no later than **2:00 p.m., Thursday, July 27, 2006**, at which time all proposals received will be opened and read to the public. Late proposals will not be considered. For additional information contact the Webb County Purchasing Office at (956) 523-4125.

The County of Webb reserves the right to reject any and all proposals or to select the proposal that is in the best interest of Webb County.

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Eloy Ramirez, Jr.  
Purchasing Agent

Advertise on the following dates: July 13, 2006 and July 16, 2006  
Purchase Order 06-0139418

WEBB COUNTY  
MANAGEMENT INFORMATION SYSTEM

JOB TITLE: Management Information System Director

SUMMARY:

Responsibilities for the overall management and operation of all technological attributes including but not limited to, computers, printers, internet development, wireless communications, or connectivity protocols.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervises the overall functioning of the Management Information System Department.
- Responsible for overseeing completion of all service calls.
- Assist in network and hardware service calls s provide expertise in assisting network and PC technicians.
- Leads in the implementation of new information system projects.
- Manages departmental budget and purchases decisions.
- Assists purchasing in qualifying all computer related purchases to meet current industry standards.
- Responsible for design and maintenance of the County's web page.
- Defines policies for Management Information System Department.
- Knowledge in Internet usage; email web browsing, video conference and any other applications in software licensing and usage.
- Performs such other duties as may be assigned.

Statements of Qualifications must be submitted to the Webb County Clerk with ten (10) copies in one sealed envelope with RFQ number and description of service on front lower left hand corner of envelope.

Mark Request for Qualifications: Q-2006-03 "Management Information System Director"

Statements must be hand delivered or mailed to the following location:

Honorable Margie Ramirez Ibarra  
Webb County Clerk  
Webb County Justice Center  
1110 Victoria St., Suite 201  
Laredo, Texas 78042

Request for qualifications must be received no later than 2:00 P.M., July 27, 2006, at which time all RFQ's will be read to disclose the name and number of participants. The content of all qualification statements will remain confidential and are not subject to disclosure to the public until the Commissioners Court fills the position. RFQ's not received by the time set forth in this document will not be considered. Persons wanting to participate will be responsible for insuring the delivery of his/hers respective statements.

A. Statement Requirements:

1. Table of Contents: Must clearly identify material by section and page number. To include:

Title Page: Name of provider, local address, telephone number, name of contact and date.

Letter of Transmittal: State your understanding of the overall management and operation of all technological attributes including but not limited to, computers, printers, internet development, wireless communications, or connectivity protocols.

Planned Approach: State your goals and objectives as it relates to the the administration of the Management Information Systems.

Scope of Services: Describe your qualifications in relation to the preparation, coordination and supervision of the Management Information Systems administration process and include any special conditions, limitations or circumstances applicable or required.

Conflict Disclosures: List the names of any persons employed by any governmental agency within the County of Webb and identify that degree of relationship by consanguinity or affinity. Prospective providers will be required to execute notarized affidavits denying influence to governing body as promulgated by the Texas Attorney General. The terms of the affidavits will be provided upon request.

#### EDUCATION AND/OR EXPERIENCE:

- Master of Arts/Science in Information Technology, Computer Information Systems, or related computer field preferred. Bachelors Degree may be substituted with additional relevant years of experience.
- Five (5) years supervisory experience;
- Ten (10) years experience working with computer systems;
- Experience in setting and managing networks

#### OTHER SKILLS AND ABILITIES:

- Requires the ability to read a variety of reports, correspondence, technical manual, forms, logs, charts, etc.
- Requires the ability to prepare a variety of reports, forms, etc. Using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.
- Requires the ability to speak to people with poise, voice control and confidence.
- Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatically form; and to deal with several abstract and concrete variables.
- Requires the ability to deal with people beyond giving and receiving instructions.
- Must be adaptable to performing under minimal levels of stress when confronted with persons acting under stress.
- Ability to work irregular hours.
- Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County.

#### ACCIDENTAL PREVENTION PROGRAM:

Required to follow all departments' safety regulations.

SALARY: NEGOTIABLE